

Ref. No.: SJIBPLC/CHO/CSD/2025/64

Date: January 12, 2025

Subject: Request for submission of quotation for supplying "Security PIN Mailer" for the Bank.

Muhtaram,  
Assalamu A'laikum.

We are pleased to request you to submit your quotation for the following item under the terms and conditions mentioned below:

Description		Qty.
Name of Item	: Security PIN Mailer for SJIBPLC VISA Debit/Credit Card	25,000 Units
Size	: 6.5"(W)x3.7" (H)	
Product feature	: 3 ply wood free paper with carbonized CNF Ink area and sprocket margin with continuous sets	
Paper	: 1st ply-CB White 55 gsm 2 <sup>nd</sup> & 3rd ply-CB White 80gsm	
Design	: As per bank's approved design	
Printing Colour	: 4 colour on 2nd ply front and single colour on other plies	
Numbering	: Serial number on 2nd ply	
Other Specification	: As per bank's approved design & specification	

**Terms and Conditions:**

- Price should be quoted in BDT including Tax and excluding VAT (VAT to be borne by the bank).
- Quoted price must include delivery charges and all other charges.
- Country of origin and Delivery lead-time must be mentioned in the offer.
- Work order would be issued in favour of successful bidder as per approval of the competent authority of the bank.
- Delivery is to be done at the Card Division, Corporate Head Office of the Bank at Shahjalal Islami Bank Tower (4<sup>th</sup> floor), Plot-4, Block-CWN(C), Gulshan Avenue, Dhaka-1212.
- Payment would be made through Payment Order or directly to the account of successful bidder maintained with Shahjalal Islami Bank PLC. after successful completion of the job within 15 days from submission of final bill. Advance payment is not allowed.
- In the event of supply of items, which do not match with the required specification, quality or sample's quality or is of substandard quality, the Bank reserves the right for outright rejection of the goods, and the supplier will have to take back those at their own cost and will replace with acceptable quality within the time frame mutually agreed between you and the Bank.
- In case of late delivery, penalty will be imposed and deducted at the rate of 1% on daily basis upto 10% of total work order value which will be deducted from final bill. Bank must be informed for any foreseeable delay due to uncontrolled situations prior to exceed of the delivery lead time which may be considered by the bank if situation justify such delay and the decision of CSD will be final in this regard.

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Terms and Conditions (Contd.):

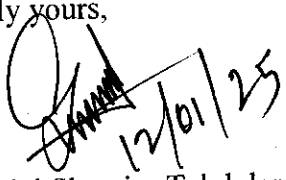
- i) Quoted price shall remain valid for at least 01 (One) year because bank may go for reprinting of the item(s) as and when required basis through issuing successive work orders to successful bidder.
- j) Complete proposal/offer must be signed with date by the authorized representative of the company addressing 'The Member Secretary, Procurement Committee, Shahjalal Islami Bank PLC., Corporate Head Office, Plot-4, Block-CWN(C), Gulshan Avenue, Gulshan, Dhaka-1212, Bangladesh'.
- k) Proposal / Offer is to be submitted in sealed envelope to authorized officer (Md. Shahidul Islam, JAVP, Mobile: 01313-480000 & Md. Shahed, EO, Mobile: 01755-556050) of CSD, corporate head office at the undernoted address on or before 21.01.2025 within 2:00pm and be clearly marked "Quotation for Security PIN Mailer for SJIBPLC VISA Debit/Credit Card" at the top of the envelope.
- l) Bank reserves the right not to purchase the item(s) from the lowest bidder(s) and to accept or reject any or all of the quotations with or without assigning any reason whatsoever. Bank also reserves the right to negotiate with the participating vendors regarding price, warranty and specification of the item(s).

Please contact with respective officials of Card Division, Corporate Head Office, SJIBPLC for any type of clarification in regard to product.

Manipulation or any kind of unusual approach or failure to submit the proposal /offer within stipulated time frame will be treated as "Disqualification" to attend in the bidding.

Ma-assalamah.

Sincerely yours,

  
12/01/25  
Mahmudul Shamim Talukder  
Executive Vice President & Head of CSD

